



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

MAY 2 2013

The Honorable Howard P. McKeon  
Chairman  
Committee on Armed Services  
U.S. House of Representatives  
2120 Rayburn House Office Building  
Washington, DC 20515

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Board of Regents, Uniformed Services University of the Health Sciences, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

Copies of this charter are also being filed with the Library of Congress, the Senate Committees on Armed Services, Appropriations; and the House Committee on Appropriations.

Sincerely,

A handwritten signature in black ink, which appears to read "James D. Freeman II", is written over a printed name. The signature is stylized with a large, sweeping "J" and "F".

James D. Freeman II  
Advisory Committee Management  
Officer for the Department of Defense

1 Enclosure  
As stated



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Library of Congress  
Federal Advisory Committee Desk  
Government Documents Section  
101 Independence Avenue, S.E.  
Washington, D.C. 20540

Dear Sir or Madam,

Enclosed is a copy of the charter that renews the Board of Regents, Uniformed Services University of the Health Sciences, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

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MAY 2 2013

The Honorable Carl Levin  
Chairman  
Committee on Armed Services  
United States Senate  
228 Russell Senate Office Building  
Washington, D.C. 20510

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Board of Regents, Uniformed Services University of the Health Sciences, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

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MAY 2 2013

The Honorable Hal Rogers  
Chairman  
Committee on Appropriations  
U.S. House of Representatives  
Washington, D.C. 20515

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Board of Regents, Uniformed Services University of the Health Sciences, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

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James D. Freeman II  
Advisory Committee Management  
Officer for the Department of Defense

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WASHINGTON, DC 20301-1950

MAY 2 2013

The Honorable Barbara A. Mikulski  
Chairwoman  
Committee on Appropriations  
United States Senate  
Washington, D.C. 20510

Dear Ms. Chairwoman,

Enclosed is a copy of the charter that renews the Board of Regents, Uniformed Services University of the Health Sciences, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C., Appendix).

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James D. Freeman II  
Advisory Committee Management  
Officer for the Department of Defense

1 Enclosure  
As stated



Charter  
Board of Regents, Uniformed Services University of the Health Sciences

1. Committee's Official Designation: The Committee shall be known as the Board of Regents, Uniformed Services University of the Health Sciences ("the Board").
2. Authority: The Secretary of Defense, pursuant to the provisions of 10 U.S.C. § 2113a, the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended), and 41 C.F.R. § 102-3.50(a), established the Board.
3. Objectives and Scope of Activities: The Board shall assist the Secretary of Defense in an advisory capacity in carrying out the Secretary's responsibility to conduct the business of the Uniformed Services University of the Health Sciences ("the University"), as set out in paragraph four below.
4. Description of Duties: The Board shall provide advice and recommendations on academic and administrative matters critical to the full accreditation and successful operation of the University.
5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense, through the Under Secretary of Defense for Personnel and Readiness (USD(P&R)). The USD(P&R), pursuant to Department of Defense (DoD) policy, may act upon the Board's advice and recommendations.
6. Support: The DoD, through the Office of the USD(P&R), shall provide support, as deemed necessary, for the performance of the Board's functions and shall ensure compliance with the requirements of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and established DoD policies and procedures.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$212,000.00. The estimated annual personnel costs to the DoD are 1.8 full-time equivalents.
8. Designated Federal Officer: The Board's Designated Federal Officer (DFO), pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures.

The Board's DFO is required to be in attendance at all meetings of the Board and its subcommittees for the entire duration of each and every meeting. However, in the absence of the Board's DFO, a properly approved Alternate DFO, duly appointed to the Board according to established DoD policies and procedures, shall attend the entire duration of meetings of the Board or its subcommittees.

The DFO, or the Alternate DFO, shall call all of the Board and its subcommittees meetings; prepare and approve all meeting agendas; and adjourn any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures.

Charter  
Board of Regents, Uniformed Services University of the Health Sciences

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's DFO, in consultation with the Board's Chairperson. The Board shall meet at least once a quarter.
10. Duration: The need for this advisory function is on a continuing basis; however, this charter is subject to renewal every two years.
11. Termination: The Board shall terminate upon repeal of 10 U.S.C. § 2113a.
12. Membership and Designation: Under the provisions of 10 U.S.C. § 2113a(b), the Board shall be composed of 15 members, appointed as specified below:
  - a. Nine persons outstanding in the field of health care, higher education administration, or public policy, who shall be appointed from civilian life by the Secretary of Defense;
  - b. The Secretary of Defense, or his designee, who shall be an *ex-officio* member;
  - c. The Surgeons General of the Uniformed Services, who shall be *ex-officio* members; and
  - d. The President of the University, who shall be a non-voting, *ex-officio* member.

As directed by 10 U.S.C. § 2113a(c), the term of office for each member of the Board (other than *ex-officio* members) shall be six years except that:

- a. Any member appointed to fill a vacancy occurring before the expiration of the term for which his predecessor was appointed shall be appointed for the remainder of such term; and,
- b. Any member whose term of office has expired shall continue to serve until his successor is appointed.

In accordance with 10 U.S.C. § 2113a(d), one of the members of the Board (other than an *ex-officio* member) shall be designated as Chairman by the Secretary of Defense and shall be the presiding officer of the Board.

Board members that are not *ex-officio* members shall be appointed by the Secretary of Defense and their appointments will be renewed on an annual basis according to DoD policies and procedures. Members of the Board, who are not full-time or permanent part-time Federal employees, shall be appointed as experts and consultants, under the authority of 5 U.S.C. § 3109, to serve as special government employee (SGE) members.

Pursuant to 10 U.S.C. § 2113a(e), members of the Board (other than *ex-officio* members), while attending conference or meetings or while otherwise performing their duties as members, shall be entitled to receive compensation at a rate to be fixed by the Secretary of Defense; and shall also be entitled to receive an allowance for necessary travel expenses while so serving away from their place of residence.



Charter  
Board of Regents, Uniformed Services University of the Health Sciences

Each member of the Board is appointed to provide advice to the Government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

13. Subcommittees: DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, and working groups to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the USD(P&R), as the DoD Sponsor. All subcommittees, task forces, or working groups shall operate under the provisions of FACA, the Sunshine Act, governing Federal statutes and regulations, and established DoD policies and procedures.

Such subcommittees shall not work independently of the Board, and shall report all their recommendations and advice solely to the Board for full and open deliberation and discussion. Subcommittees have no authority to make decisions and recommendations, verbally or in writing, on behalf of the Board. No subcommittee or any of its members can update or report, verbally or in writing, on behalf of the Board, directly to DoD or any Federal officer or employee.

The Secretary of Defense shall appoint subcommittee members even if the member in question is already a Board member. Subcommittee members, with the approval of the Secretary of Defense, may serve a term of service on the subcommittee of one-to-four years, as determined by the Secretary; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service.

Subcommittee members, if not full-time or part-time Government employees, shall be appointed as experts and consultants, under the authority of 5 U.S.C. § 3109, to serve as SGE members. The Secretary of Defense or the Deputy Secretary of Defense must renew appointments on an annual basis. With the exception of travel and per diem for official travel related to the Board or its subcommittees, subcommittee members shall serve without compensation.

Each subcommittee member is appointed to provide advice to the Government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

All subcommittees operate under the provisions of the FACA, the Sunshine Act, governing Federal statutes and regulations, and established DoD policies and procedures.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to Section 2, General Records Schedule 26, and governing DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

15. Filing Date: May 2, 2013